

### III. IDENTIFICATION AND STORAGE OF VIDEOS

#### Issue and Storage of Blank VHS Tapes or Digital Video Discs

- All blank tapes or digital video discs shall be sequentially numbered before being issued by a supervisor. The receiving members will be required to sign for all blank tapes or discs on the appropriate videotape log. The numbering format shall be as follows: member's call number, current year, videotape number (example: A135-06-4). **(CALEA 83.2.2)**
- Blank tapes or discs shall be stored in a climate controlled, secure area.
- Members shall carry only the number of tapes or discs that will be needed during the member's scheduled shift issued by the member's supervisor.

When the tape/disc warning light indicates the tape/disc is approaching its capacity, members shall remove it from the recorder according to instructions. Members shall place a label on the tape cartridge/disc and write the following information on the label:

- Name of member responsible for generating the recording
- First and last date the tape/disc was used
- If the tape/disc includes the recording of an event, which is the subject of an incident, crash report, or potential evidence in court, document the date and approximate time of the event. **(CALEA 83.2.2)**

#### Issue and Storage of Blank Digital Video Discs

- All blank digital video discs shall be sequentially numbered on the actual DVD with a CD or DVD marker (not a Sharpie or ink pen) before being issued by a supervisor. The numbering format shall be as follows: member's call number, current year, video number. Example: (A135-06-4)
- Each disc shall be stored in a disc envelope, sleeve or hard case and sequentially numbered. The receiving members will be required to sign for all blank digital video discs on the appropriate video log.
- Blank digital video discs shall be stored in a climate controlled, secure area.
- Members shall carry only the number of digital video discs that will be needed during the members scheduled shift.

When the full digital video disc memory warning light indicates the disc is approaching its capacity, members shall finalize the digital video disc and download the video recordings according to instructions and as prompted by the